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## REAL PROPERTY MANAGEMENT/BUILDING MANAGER RESPONSIBILITIES

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Pages: 14

This regulation establishes administrative and accountability for Air Force real and installed property. It applies to wing, group, and tenant units.

This publication is affected by the Privacy Act of 1974. Each form that is required by this publication includes a Privacy Act Statement in the body of the document or in a separate attachment to such document.

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## **Chapter 1**

### **MANAGERIAL ASSIGNMENT**

**1.1. Guidelines.** Under the guidelines of Air Force Policy Directive 32-10, Installations and Facilities, and the Air Force directives 32 series, Real Property Management, all facilities at the installation are assigned to individual unit commanders by action of the installations Facilities Board through the Space Allocation Board. (Refer to AFI 32-9005). Your organizational commander is responsible for the care, custody, and protection of assigned real property (includes buildings, systems, real property installed equipment, grounds, etc. ). As the building manager, you are their representative and official point of contact whenever your building needs space manage, BCE work done or other matters relating to the facility.

**1.2. Building Custodian Assignment.** The commander of the units using a facility will designate a building manager and an alternate. If two or more organizations use a facility the user occupying the most floor space will be responsible for the facility and represent the interests of all using organizations. If equal space is assigned to several organizations, the ranking commander will be responsible for designating the building manager. Responsible organization commanders will designate in writing and officer, NCO, SrA, or Civilian equivalent as a primary and alternate Building Manager. Managers should have a least 18 months retain ability at the time of appointment and will only be changed upon PCA, PCS, or retirement to lessen the impact of changes on all affected personnel as well as to ensure continuity. Building Managers will acknowledge responsibility for their building(s) by signing the letter of appointment/release and make the initial mandatory building manager orientation training no later than 30 days after appointment. This must be done by letter addressed to the Customer Service Section (341 CES/CEOC). 341 CES/CEOC will maintain a list of the managers assigned to each base building. Whenever possible, the building manager and alternate should work in the building for which they are managers. The alternate building manager can process actions with BCE, but must coordinate with the primary manager. By doing this, the primary manager will be able to keep tract of what is planned and being accomplished.

**1.3. Family Housing/Services Buildings.** In military family housing, the Housing Officer will be the building manager. The Housing Officer will be responsible for the proper utilization of all family housing buildings and has overall responsibilities for all pertinent housing (dormitories). The Group Commanders will assign primary and alternate building managers for dormitories. The 341st Services Squadron Commander will be responsible for the Visiting Airmen Quarters (VAQ), Visiting Officer Quarters (VOQ), and Temporary Lodging Facility (TLF).

**1.4. Change of Building Custodian.** Organizations' commanders will notify 341 CES/CEOC in writing 30 days in advance of PCS or changes in managers, using a letter format (Attachment 2). During this time, all keys and locks must be inventoried on a AF Form 2427. (Attachment 6) The building manager must clear the Customer Service Section 30 days prior to their departure or relieved of building manager responsibilities by:

1.4.1. Providing the program manager, 341 CES/CEOC, a letter, signed by your unit's commander, designating primary/alternate building manager along with their full names, grade, duty and home phone numbers, and office symbol. The letter must be submitted a minimum of 10 days before it is to take effect. (**Attachment 2**)

1.4.2. Making an appointment with 341st CES/CERR real property officer or their representative and the new building manager to determine if a physical inventory of the building and the real property installed equipment is required.

1.4.3. Turning over the building manager folder to the new building manager which contains all items listed in section 2 Records.

1.4.4. Briefing the new building manager on locations and operation of electrical distribution panels, fire alarm systems and boxes, main water valves, heating valves, etc.

## Chapter 2 RECORDS REQUIREMENTS

2.1. **RECORDS.** Each facility manager will maintain records, with tabs identified, which contain the following.

2.1.1. **TAB A:** Letter of Appointment. File the letter of appointment for the primary and alternate custodians here.

2.1.2. **TAB B:** CES OI 32-17, Building Manger Program. File a copy of this OI and all applicable changes here.

2.1.3. **TAB C:** Listing of important offices and phone numbers. The most important offices are listed below:

Service Call .....	6137/6138
Maintenance Engineering	
(for trash/cleaning items, refuse collection and grounds maintenance).....	6549
911 Dispatch Center/Fire Department (for emergencies). ....	3746

2.1.4. **TAB D:** Record of Maintenance. Keep maintenance records in a log format, or computer database here. The log format contains, as a minimum, the date and time of request, description of work required, and work order number given by 341 CES. Suggested forms for these logs are AF Form 1081, BCE Work Request/Work Order Register, for work submitted on AF Form 332, and AF Form 637, BCE Work Order Log, for all telephonic requests. Purge completed items at least semiannually.

2.1.5. **TAB E:** File copies of all AF Form 332's here. Suggest filing the customer copy without 341 CES work order number in the back of this tab and the status copy that 341 CES returns with work order number in numerical order.

2.1.6. **TAB F:** File manager's record of periodic facility inspections here. NOTE: Records of any inspections done by other base agencies (Fire Department, Wing Safety, etc.) should be recorded under this tab. Any general purpose form can be used to record facility inspections. When records are not kept under this tab, a memo for record must be prepared stating where the records are kept, and filed here in their place.

2.1.7. **TAB G:** Key Control Log, or Computer Database, or memo if kept in a separate location. I.E.: AF Form 2432. (Attachment 7)

2.1.8. **TAB H:** File all other documents that pertain to facility management issued by 341 CES or the manager's organization here. This section can be blank if no documentation has been issued by 341 CES.

### **Chapter 3**

#### **MANAGER RESPONSIBILITIES**

**3.1. MANAGERS RESPONSIBILITIES.** Building managers are responsible for the care, custody, and protection of the real property facilities assigned and the real property installed equipment installed therein. Building Managers will be proactive in participation with the utilities conservation program; fire-safety of the building; and proper use of the building assigned to them. They should make every effort to safeguard the property from damage or loss. They will attend mandatory orientation as scheduled by CES.

**3.2. Locks and Keys.** Maintain accountability for all keys to the facility (building, fences, gates, etc.) on a document, ensure keys are issued to authorize personnel only, and retrieve keys when people PCS or separate. The building manager is the only person who is authorized to request additional keys for a building. Each unit is also required to designate their key/lock custodian(s) to Security Police in writing. In case of a lockout, the building manager will be contacted to open the door. Civil Engineering does not keep spare keys and is not responsible for controlling building managers. Presently there are three key systems existing on Malmstrom Air Force Base. Duplication of keys and acquisitions must be handled as follows:

3.2.1. Key Card System. Rooms in dormitories and billeting are secured with a key card system. In case of a lost key card, the building manager will remove the lock from the door and replace it with a new lock. The lock is sent to the contractor for reprogramming. The contractor will return it to the building manager.

3.2.2. Best Master Key System. The master keys are issued to the building managers. If additional keys are required, the building manager has to accomplish an AF Form 332, Base Civil Engineer Work Request, and turn it in at the CE customer service unit. Lost or missing keys will be reimbursed by the individual that either lost or misplaced the key.

3.2.3. Uncontrolled Keys. In buildings with uncontrolled keys, attention must be made to security since anybody in possession of a key can go to a local locksmith and get duplicates. Civil Engineer, however, duplicates keys only if the requester is a verified building manager. Items described in par 3a(1) and 3a(2) are considered controlled keys.

3.2.4. Liability. If a key is lost, the person having pecuniary liability will be required to reimburse the government for the monetary value of the lost key(s) \$25.00 for one key and a master key system, \$5.00 for noncontrolled keys. A DD Form 1131, Cash Collection Voucher, will be validated by Accounting and Finance upon payment of the charge and must accompany the AF Form 332. Building managers will submit all requests for new door locks. 341 CES/CEOHV will provide the building manager with keys when new locks are installed.

**3.3. Facility Security.** Publish formal directive on opening and closing the building during normal and non-duty hours.

**3.4. Energy Conservation.** Encourage good housekeeping practices and conservation of utilities. Establish procedures to ensure interior and exterior lights are extinguished and that heating temperatures are set at 55 degrees Fahrenheit, when the facility is unoccupied (weekends/holidays). Each building manager or alternate will make inspections each day in their building (see Attachment 5). The logbook that shows the dates and results of the inspection will be kept up-to-date. The following corrective action will be taken when discrepancies are noted:

3.4.1. On site corrections. When a violation is found, the appropriate supervisor will be informed and a log entry will be made.

3.4.2. CES work orders will be completed and logged in the discrepancy log book. Each month a follow-up of the actions will be made until the work orders are completed. Work orders will be maintained in accordance with AFI 32-1001, Operations Management.

3.4.3. Building managers will tell the unit monitor of any procedure which could be used by others on the base.

**3.5. Grounds Maintenance.** Establish a periodic routine to inspect grounds and cut grass adjacent to the facility.

3.5.1. Ensure tracks to hangar doors are kept clean and free of any obstacles (i.e. ice, mud, etc.).

3.5.2. A parking lot around your facility is considered part of your facility. You must take care of the grounds around the parking area.

3.5.3. Removal of snow from walkways, and all entrances (including mechanical room doors) is the responsibility of the building manager.

**3.6. Fire and Safety Hazards.** Report potential fire hazards to 341 CES/CEF, safety hazards to 341 SW/SE, and loss of real property installed equipment to 341 CES/CERR.

**3.7. Space Assignment.** Ensure that assigned space is used as approved by the installation Facility Utilization Board (FUB). Report all vacant space to 341 CES/CERR. If you plan to relocate or expand your functions, submit a written request with strong justification to 341 CES/CERR for presentation to the FUB. Most of the people who review and approve changes (AFSPC, USAF, and DOD) are not and cannot be fully conversant with the situation at Malmstrom AFB. Therefore, if the change in use is really needed, take the time to prepare a strong and factual justification. Also, keep your counterparts at HQ AFSPC aware of your needs so they can intelligently discuss your space request at the command Facilities Board.

**3.8. Facility Surveys and Inspections.** Participate in real property inventories of your facility IAW AFI 32-9006 and provide justification to support any alterations. Make joint inspections with the CE Planning Technician to identify minor maintenance work to be accomplished by Civil Engineer.

**3.9. Work Requests.** Review and coordinate on all work requests (AF Form 332) with Wing Safety and the Fire Department as a minimum, the only exception to this is requests for signs and keys. If the work being requested is new to the building or if the request is for a master key then the unit commander will have to fill out blocks 11 through 13 on the AF Form 332.

**3.10. Electrical Systems.** Insure that building occupants do not tamper with, replace, or repair installed electrical equipment (electrical wiring, exhaust fans, etc.) except those items considered occupant's responsibility (light bulbs, fuse elements up to 25 amps, resetting circuit breakers, etc.). High voltage systems (600 volts or higher) requiring special equipment or outside lighting systems, such as poles, fire lights, signs, and street and security lighting will be maintained solely by the Base Civil Engineer (BCE).

**3.11. Self-Help Work.** Ensure that the building occupants do not move or remove load bearing walls, water, heating, lighting, ventilation, air conditioning, plumbing, and related fixtures or other installed

equipment or property without proper approval. No self-help work can be accomplished by building occupants unless approved by 341 CES/CEOC on an AF Form 332. Building occupants must be able to do all of the work requested for the project to be self-help.

**3.12. Vandalism.** Damages caused by carelessness, negligence, abuse, or vandalism will be reported to the unit commander. The unit commander initiates an AF Form 332 with a "statement of acceptance" in item 17 that is signed by the individual(s) admitting liability. The commander sets up a suspense file to make sure that the debt is cleared. CE processes the work request. When approval is obtained, the work is initiated. When the work is completed, the customer service unit provides the unit commander with the actual cost of repairs. The unit commander prepares a DD Form 1131 and four copies. The individual(s) responsible for the damage takes the DD Form 1131 to the Accounting and Finance Office (341 CPTS/FMF) for deposit of payment. A receipt copy is furnished to the individual, the unit commander, and the BCE for inclusion in the work order folder. Where individual responsibility for damage cannot be ascertained, the organization commander attaches a copy of the 341 Security Forces Investigation report to the AF Form 332 reflecting the finding. When pecuniary liability is not accepted for damages to base facilities, the unit commander may initiate DD Form 220, Active Duty Report, or a government property lost, damaged, or destroyed certificate. If the report of survey determines reimbursement is required, the procedures outlined above will be followed. When CE or other people have identified damages to a facility caused by abuse, the commander of the squadron involved will be notified. The commander has 24 hours to forward an AF Form 332 to CE to initiate repair of the damage and has 10 working days to advise CE of the person(s) involved or whether a Report of Survey (DD Form 200) will be initiated. All facility abuse incidents are briefed to the 341 SW/CC during the monthly commander's update. We identify those units that are experiencing facility abuse problems and the success of collecting reimbursement for damages.

**3.13. Emergencies.** Notify the CE Service Call Desk, ext. 6137/6138, quickly in case of an emergency. Notify proper agencies (i.e. Fire Department, Security Forces, Medical Ambulance, etc.). Describe the problem and what action is being taken to minimize damage and property loss. Service call personnel will then brief building managers on the location and operation of utility controls so that they may be shut off in emergencies.

**3.14. Janitorial Service/Bathroom Supplies.** Inspect contract janitorial service work and report unsatisfactory work to the service contracts section (341 CES/CEOES), ext. 6549. The statement of work, frequency of cleaning, and areas to be cleaned will be provided to each building manager by 341 CES/CEOES. Bathroom supplies (soap, paper towels, etc.) and light bulbs will be provided by the building manager and made available to the contractor. If there is no janitorial service to the building, the building manager will establish rules, coordinated through the unit commander, for cleaning the facility.

**3.15. Occupancy Termination.** Ensure the building is clean and neat when vacated. Building manager responsibilities are formally terminated when the property is completely vacated by the using organization and keys have been turned in to the Real Property Office (341 CES/CERR).

**3.16. Anti-Terrorism Checklist.** The attached anti-terrorism checklist (Attachment 4) is to be used by the building managers during heightened terrorist activities or as recommended by the 341st Security Forces Squadron.

**3.17. Trash Disposal.** Recycling - Ensure that all building occupants have the means to properly recycle. Specialized containers (yellow, blue, and trash) must be made available. If your facility has a contract cleaning service makes sure that all recyclable and trash is placed in the correct containers.

Check dumpster locations to make sure that all recyclable and trash are being removed. The dumpster or trash will not be removed until corrective measures are finished. Call the CE service contracts section, ext. 6203, or the CE Environmental Flight, ext. 6012, once that is accomplished.

//SIGNED//

DONALD L. GLEASON, LtCol, USAF  
Commander

Attachments:

1. Privacy Act Statement
2. Format, Letter of Appointment/Release
3. Request for Space/Change in Utilization
4. Anti-Terrorism Checklist for Building Managers
5. Building Managers Energy Conservation Checklist
6. AF Form 2427, Lock and Key Control Register
7. AF Form 2432, Key Issue Log

1. **AUTHORITY:** 10 U.S.C. 8012 Secretary of Air Force, Duties, Delegation by Compensation
2. **PRINCIPAL PURPOSE(S):** Identification of a primary and alternate building manager for each building used by the organization
3. **ROUTINE USES:** Information contained in the list of building managers will be used by the Customer Service Section to contact managers during duty hours and by the Security Police and the Fire Department to contact managers for emergencies after duty hours. Civil Engineer Customer Service Section will only accept service calls/job requests from authorized building managers. Information in the building manager file is subject to the Privacy Act.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL FOR NOT PROVIDING INFORMATION:** Disclosure is mandatory. Furnishing the information is mandatory in the performance of duties as a building manager. Failure to furnish the information could subject the individual to disciplinary action.

FORM NUMBER & DATE      PRIVACY ACT STATEMENT

DATE PRIVACY ACT STATEMENT

Building Manager List  
According to CESOI 32-17

ASSIGNED (Month and Year)  
AUGUST 1979

MEMORANDUM FOR 341 CES/CEOC

Date: \_\_\_\_\_

FROM: \_\_\_\_\_ (Organizational Commander)

SUBJECT: Nomination of Building Manager

You are hereby nominated as the primary/alternate (circle one) building manager for the following building(s): \_\_\_\_\_. Obtain the building manager folder from your predecessor, review CESOI 32-17 and AFP 87-8, and attend the next mandatory Building Manager's Orientation Briefing. (Contact 341 CES/CEOC, Bldg. 470, ext. 6160 for more info). This letter releases \_\_\_\_\_ as building manager.

\_\_\_\_\_  
Signature of Organizational Commander

1st Ind; \_\_\_\_\_ (new building manager)

Date: \_\_\_\_\_

MEMORANDUM FOR 341 CES/CEOC

Having been appointed the primary/alternate (circle one) building manager for \_\_\_\_\_ building(s), I assume the duties and responsibilities for the care and protection of the property as required. The following information is for official use/emergencies only:

Rank/Name: \_\_\_\_\_

Org/Office Symbol: \_\_\_\_\_

Duty Phone/Home Phone: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Signature of new building manager: \_\_\_\_\_

Information on this letter is subject to privacy act.

## FORMAT: REQUEST FOR SPACE AND/OR CHANGE IN UTILIZATION

MEMORANDUM FOR: (OFFICE SYMBOL)

FROM: 341 CES/CERR  
Attn: FUB Recorder

SUBJECT: Request for Space Allocation and/or Change in Utilization

1. Request change(s) as outlined below be authorized.
2. Current status is as follows:
  - a. Building Number
  - b. Present Use/Function
  - c. Area Involved in this Request
  - d. Number of Personnel or Equipment Served
3. Requested change is for an addition, exchange, reduction (choose one) to:
  - a. Building Number
  - b. Proposed Use
  - c. Proposed Area
  - d. Number of Personnel or Equipment to be Affected
4. After proposed change present users will be accommodated in:
  - a. Building Number
  - b. The utilization of requested space, if approved, will be for a period of less than 12 months/in excess of 12 months (use applicable phrase)
  - c. The proposed change has/has not (use applicable phrase) been coordinated with and concurred by the agency currently using the requested building
  - d. The following alterations will be required prior to proposed change (explain in detail)
5. Justification of a proposed change: (State reasons for change including such details as mission change, change in use of equipment, change in organizational strength, etc. Provide completely identified layouts of space involved. Include information indicating that the proposed change is beneficial to the Air Force).

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Signature of Building Manager

### ANTI-TERRORISM CHECKLIST FOR BUILDING MANAGERS

The following suggested precautionary measures are provided to enhance the security posture of your building during period of increased terrorist activity.

1. Keep all personnel briefed to be alert for suspicious activities, persons, or objects.
2. Conduct periodic walk-around of both the outside and inside of the building.
3. If vehicles are parked near a building, look for the following:
  - a. Does the license plate match the window sticker?
  - b. Does the vehicle have proper number of license plates?
  - c. Does the plate number match local or vicinity registration numbers?
  - d. Without touching or opening the vehicle, visually inspect interior (floor, seats, etc.) for suspicious objects, such as fire extinguishers, lengths of pipe (threaded and capped), wires, timing devices (clocks, watches, timers), canisters, propane bottles, chemical and/or gas cans.
4. Limit the number of entranceways, i.e., secure all others and use only one.
5. Keep closets, storage rooms, unused rooms, etc., locked when not in use.
6. Check common areas, i.e., latrines, phone booths, coat-check rooms, etc., for unattended packages, etc.
7. Be extra suspicious of individuals who deposit packages or objects, such as satchels, gym bags, etc., under a counter or display case or next to a building and walk away.
8. If hands-on identification checks are directed, individuals responsible for such checks should look for the following:
  - a. Is the lamination well done?
  - b. Is the picture of the cardholder?
  - c. Does the card look altered?
  - d. Is the person's uniform properly worn?
  - e. Does the grooming match military image?
9. If a suspicious device is discovered, don't touch it, evacuate people away from the device (at least 300 feet) and immediately contact the Security Police.
  - a. Designate a direction for building occupants to evacuate. For example: a landmark, e.g., direction of commissary, meet at fence line, etc.
  - b. Have one person contact an on-scene security policeman and inform them of the building occupants' location.
  - c. Do not turn on or off any electricity unless necessary for safety reasons.
  - d. Do not use fire alarm for evacuation.

## BUILDING MANAGERS ENERGY CONSERVATION CHECKLIST

### 1. Electrical Consumption:

- a. Is natural light used to the maximum?
- b. Are exterior night lights turned off when not needed?
- c. Are electrical appliances running unnecessarily?
- d. Is it standard operating procedure to turn on heavy equipment or large lights all at once rather than in sequence?
- e. Are natural ventilation and fans being used to the maximum?
- f. Is the last person out responsible for turning off lights?
- g. In facilities such as hangars, maintenance docks, etc., are heater blowers turned off when the large doors are opened?
- h. Are lights on in unoccupied shops, warehouses, and dorms?
- i. Is work rescheduled so as to require minimum use of electrical equipment?
- j. Is unnecessary electrical and heating equipment shut off after duty hours and on weekends?
- k. Are illumination levels in corridors, warehouses, and stockrooms at a minimum?
- l. Is decorative and advertising lighting eliminated or reduced?
- m. Is task lighting provided and overall lighting reduced?

### 2. Water consumption:

- a. Is watering being used instead of a broom for sweeping purposes?
- b. Is water being wasted unnecessarily during washing operations?
- c. Are water leaks and dripping water reported to Base Civil Engineer Customer Service Section?
- d. Is it recommended to families to use warm (or cold) water for washing clothes instead of hot water?

### 3. General:

- a. Is your Energy Conservation Plan current? Is there any new equipment or facilities not previously considered?
- b. Is your Energy Conservation Log Book up to date? Work orders logged? Follow-up action recorded?
- c. Do you use a personal checklist tailored for use within your facility?
- d. Do you confer with the Base Energy Coordinator regarding your problem areas?
- e. Is weekend work eliminated, where appropriate?
- f. Have you established an employee awareness, motivation, and incentive program?
- g. Have you instituted a preventive measure program to ensure efficient equipment operations?

[illegible]

[illegible]

AF FORM 2432, 19950801 (EF-V2)